

South Central Regional Training Partnership

Expenses Policy Proposal from Co-Chairs

January 2016

There has been some confusion about claiming expenses from the RTP and we have operated a mixture of systems at different times. It is important for good housekeeping and parity that we revise this from time to time and remind ourselves what we have agreed.

We are proposing the following for discussion and adoption.

Representing the RTP

Where a person is representing the RTP in his or her capacity/role as appointed by the RTP, full travel expenses should be claimed. e.g. if Steve Summers attends a national meeting representing the whole LMF, then the RTP pays his expenses.

However, where a person is attending a meeting as a representative of their institution or diocese, the employing institution/diocese should cover the expenses as part of that person's agreed role. e.g. If Steve Summers attends a national meeting on behalf of Guildford, then the diocese pays his expenses.

Board Meetings

This means that people should claim for attendance at the Board Meetings if they have been asked by the RTP Board to chair a Group but not if they are members representing a diocese or institution.

Project/Task Group meetings

It also means that some people will need to determine in what capacity they are attending a meeting. Thus, Jane attending a CMD Group Meeting as the Chair, will charge expenses up to the Board; but if Jane attends the Spirituality Group meeting because she is interested, then she will not charge up her expenses.

If a room has to be hired, then the Board will pay the rental – but encourages Groups to use home office space where at all possible.

Annual Residential

The exception to this is the Annual residential.

All those attending the Residential currently have their residential costs paid by the RTP but the Board will not pay travelling expenses as it is assumed that participants are representing their diocese/institution here, even if they are a Group Chair or other officer. The Board will pay the expenses of visitors specifically invited to speak.